

2-Way Memo

Subject:

RCRA Inspection Report &
Notice of Violations Letter for Bermite Div,
Whittaker Corp, Saugus, CA.To : Laura Yoshii, Chief, RCRA State Programs
Section
& Paul Blais - T-21

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one
copy, return one copy.

DATE OF MESSAGE

Oct 22, 1982

ROUTING SYMBOL

T-2-1

SIGNATURE OF ORIGINATOR

Randy L. Marcus

TITLE OF ORIGINATOR

Environmental Scientist

FOLD

MESSAGE

Attached is Notice of Violations Letter and RCRA-155
Facility Investigation Report for Bermite Division,
Whittaker Corp, Saugus, CA, for your transmittal
to CA-DOHS-HWMB, LA, and the facility. The state
checklist has been used. Note that although this facility
does not have the required groundwater monitoring system,
I do not believe that this is a Class 1 violation because of
the reasons detailed on page 20 of the Investigation Report.

REPLY

From :

Randy L. Marcus

DATE OF REPLY

ROUTING SYMBOL

T-3-2

SIGNATURE OF REPLIER

TITLE OF REPLIER

GUIDES TO SIMPLIFIED INFORMAL CORRESPONDENCE

The cost to create a typical Government letter rises every year, as well as the cost to file and to dispose of it. Informal communication, resulting from the use of Optional Form 27, 2-WAY MEMO, can reduce these costs substantially.

Experienced letterwriters have observed the following about Government correspondence practices:

The bulk of correspondence is conducted within the governmental family—between offices whose day-to-day relationships could permit simple, informal written communication.

Many written communications are for immediate action, are routine in nature (such as requests for information or services), and do not require copies for distribution.

Many written communications are less than a dozen lines in length.

PRINCIPLES INVOLVED

1. When agencies issue instructions encouraging the use of memoranda and informal correspondence within the agency, there is a noticeable drop in the communications effort and in the time required to respond to a request, as well as a reduction of useless copies in file. Examining the two types of correspondence shows that formal correspondence has certain drawbacks:

a. Formal correspondence is usually more wordy because of salutations, introductory paragraphs, complimentary closings, etc. It becomes a difficult writing chore because of continual polishing and editing.

b. Formal correspondence typically calls for more reviews, resulting in many rewrites and retypes, and for excessive time-in-shop.

c. Formal correspondence goes through stricter clearance channels, and frequently makes communication between "opposite numbers" very difficult.

2. In many cases, the best reply is an informal endorsement on an incoming letter. Optional Form 27, 2-WAY MEMO, takes advantage of this principle.

PRACTICAL PURPOSES SERVED BY 2-WAY MEMO

1. The message and the reply are placed on the same page in brief, informal language. This simplifies writing, handling, storing, and disposing of short communications.

2. The message may be prepared by typewriter or by hand; the reply may be by typewriter, by hand, or by rubber stamp.

3. It is possible to achieve a greater delegation of signing authority with the 2-WAY MEMO because of its informal nature.

4. The 2-WAY MEMO may be designated for special handling. It may be marked URGENT if exceptional speed is required. It may be stamped for special mailing services. It may be used for classified material if it is marked with the proper security classification.

5. The "TO" line and the "FROM" line are so placed that the 2-WAY MEMO may be sent in a window envelope and returned in a window envelope, if desired.

6. The 2-WAY MEMO is particularly well suited for communication between "opposite numbers" within one agency or in different agencies.

The above guides have been prepared by the Office of Records and Information Management, National Archives and Records Service, General Services Administration.

ROUTING SYMBOL	DATE OF REPLY
1-37	
SIGNATURE OF REPLIER	
TITLE OF REPLIER	

RETAINED BY ORIGINATOR

2023 101